

TRAINING

ANNOUNCEMENT



FEMA

COURSE:

L550 – COOP PLANNER’S WORKSHOP

DESCRIPTION:

The Continuity of Operations (COOP) Planner’s Workshop is to provide COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government. Federal Continuity Directive (FCD) 1 provides direction to the Federal Executive Branch departments and agencies for developing COOP Plans and Programs. Continuity Guidance Circular (CGC) 1 provides direction to all non-Federal government departments and agencies for developing COOP Plans and Programs. COOP Plans facilitate the performance of essential functions during any situation which may disrupt normal operations. This course is designed to provide the skills and knowledge to further develop and improve the overall quality and workability of COOP Plans.

DATES /TIMES:

April 29 – May 1, 2015
8:30 a.m. - 4:30 p.m.

LOCATION:

Classroom 1, Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP), 7667 Independence Drive, Baton Rouge, LA 70806

OBJECTIVES:

Upon completion of this course, participants should be able to do the following:

- Describe the importance of COOP planning to your Departments/Agencies overall mission;
- Complete an assessment of your current COOP Plan;
- Describe the six steps in the COOP Planning Model;
- Relate the planning steps to each phase of COOP operations.
- Identify key persons who should be included in the COOP Planning process;
- Identify gaps in your current plans, develop a strategy to acquire needed information;
- Analyze the risks and vulnerabilities related to the selection of alternate facilities;
- Revise or develop your COOP plan;
- Develop/review a strategy for testing, training, and exercising your

COOP Plan;

- Develop/review a Multi-year Strategic Program Management Plan (MYSPMP) for continued maintenance/viability of your COOP Plan;
- Incorporate Pandemic Planning into your COOP Plan;
- Successfully teach the course.

**COURSE
PREREQUISITES:**

Preference will be given to those students who have completed L548 COOP Program Manager's Course. Second preference will be for those who have completed IS 548.

ELIGIBILITY:

Federal, State, Local, and Tribal government employees responsible for managing a COOP Program.

COSTS:

There is no cost for the training; however, the employee's agency is responsible for all travel costs associated with this training.

HOW TO REGISTER:

Please submit a FEMA Form 119-25-1 to: Cheri Scott, Training Officer, Governor's Office of Homeland Security and Emergency Preparedness, 7667 Independence Blvd., Baton Rouge, LA 70806, (P):(225) 925-7343, (F):(225) 925-7512.

The FEMA Form 119-25-1 can be downloaded from:

http://www.usfa.fema.gov/downloads/pdf/ff_119_25_1_75_5.pdf

Since April, 15, 2012, individuals applying for Emergency Management Institute (EMI) classes will be required to register using the Center for Domestic Preparedness (CDP) Training Administration System (CTAS) and obtain a CDP Student Identification (SID) number if they do not already have one. This number will be used in place of the SSN on your application.

How do I obtain my FEMA Training Identification Number (FTIN)/CDP Student Identification (SID) number?

- Step 1: To register, go to <https://cdp.dhs.gov/femasid/>
- Step 2: Click on the "Create Account" button on the left side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.

What do I do with this new FTIN/CDP SID number I've been assigned?

The CDP SID number should be used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

Why is it important to register in the CTAS?

Any applications for EMI courses that do not include the training registration number will not be processed until CDP SID is provided.

- **IMPORTANT: If you plan to take the L548 and the L550 courses you will need to register separately for each of the courses.**

CLASS SIZE:

Class participation is limited to 30 individuals.

ACCOMODATION REQUESTS:

Applicants with special needs should contact Cheri Scott, Training Officer, Governor's Office of Homeland Security and Emergency Preparedness, 7667 Independence Blvd., Baton Rouge, LA 70806, (P):(225) 925-7343, (F):(225) 925-7512 to arrange/discuss specific requirements.

LODGING:

Lodging arrangements are the responsibility of the student.

APPLICATION DEADLINE:

April 20, 2015

CANCELLATION POLICY:

To cancel your participation, please contact **Cheri Scott, Training Officer, Governor's Office of Homeland Security and Emergency Preparedness, 7667 Independence Blvd., Baton Rouge, LA 70806, (P):(225) 925-7343, (F):(225) 925-7512.**

COURSE MANAGER:

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